

# Enterprise Human Resources and Payroll

## #13 - *GENERAL SECURITY INFORMATION*



### **What is the URL to access the EHRP Production database?**

- <https://www.ehrp.psc.gov>

### **How can a user save this link for future access?**

- Save the link as a favorite by clicking Favorites/Add in your browser.
- Create a shortcut on your desktop by clicking File/Send/Shortcut to Desktop.

### **How can a user change their password?**

- While in EHRP, follow the path: Home > PeopleTools > Maintain Security > My Profile and click the change password hyperlink.
- Enter the current password, new password and confirm the new password, click OK. Upon logging in again, the user will enter the new password.

### **What if a user forgets their password?**

- The user should contact their Agency's EHRP Security Administrator and they will update the user profile to unlock the account and provide a new password.

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### **What if a user needs change which employees they need access to?**

- The user should contact their Agency's EHRP Security Administrator and inform them of the Admin Codes that user needs to have access to.
- The Security Administrator will modify the users profile to allow access to the new Admin Codes.
- The Administrator will have you update your EHRP Security Form.

### **What if a user needs to change their role within EHRP like going from a Requester to a 1<sup>st</sup> Authorizer?**

- The user should contact their Agency's EHRP Security Administrator and inform them of the changes that are required.
- The Security Administrator will modify the users profile to change the role.
- The Administrator will have you update your EHRP Security Form.